



The Board of Police & Fire Commissioners

seeks a visionary leader as its next...

POLICE CHIEF



City of West Allis...A great place to live and do business...

The City of West Allis offers a distinct blend of both urban and suburban living. It is comprised of several unique and diverse neighborhoods that offer something for everyone. Our prosperous business community continues to grow, while offering employment opportunities to residents as well as people in the greater metropolitan area. As West Allis continues to move forward, it will continue to give people and employers a place to call home.

— Mayor Dan Devine



*A Wisconsin
Accredited
Organization
since 2010*

The Community

The City of West Allis was founded in 1902 as a Village and was incorporated in 1906 as a City. Today it is known as a “City at the Center”. It is the second largest city in Milwaukee County and is located in the virtual center of the Milwaukee Metropolitan Area. Our central location provides convenient access to a variety of interests throughout the Milwaukee vicinity.

The City encompasses 11.402 square miles of land (7,297.28 acres) and has a population of 60,697 (2013 data). West Allis is served by the Milwaukee County expressway system and by a comprehensive transit service, making area travel in any direction fast and convenient, with easy access to all sports and cultural amenities. We have strong principles of family and work, an excellent school system, and a small town community spirit.

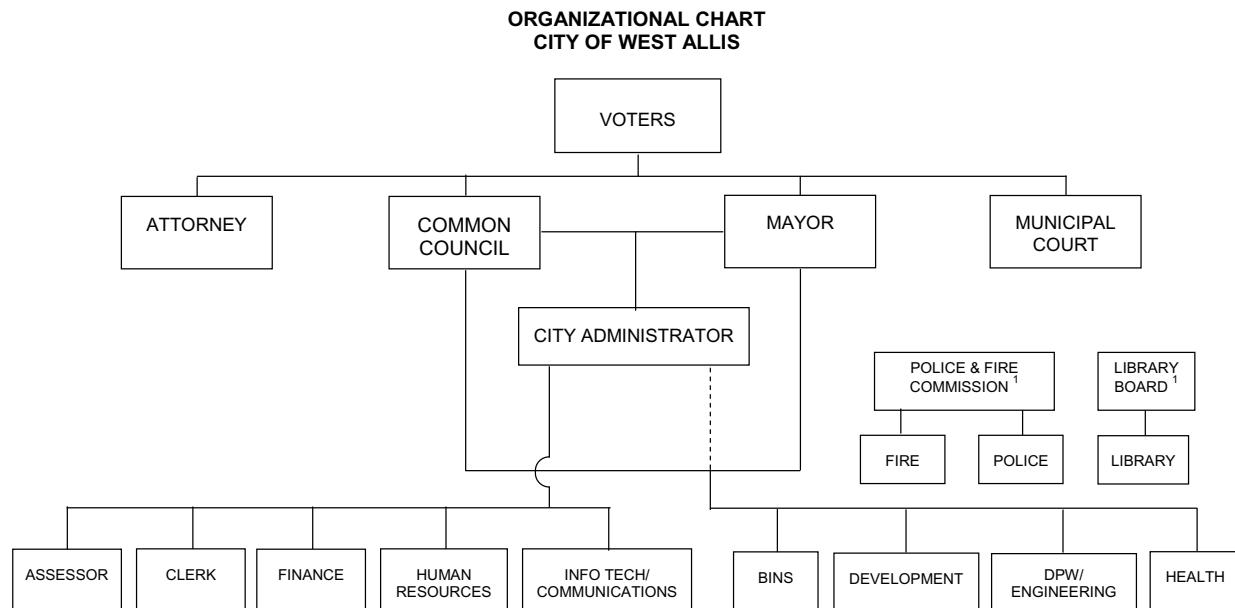
City Government

The City of West Allis is governed by a Mayor and a Common Council made up of 10 part-time Alderpersons. Working together, the Mayor and Alderpersons formulate budgets, issue licenses, and draft City ordinances. There are five standing committees: Administration and Finance, Board of Public Works, Safety and Development, License and Health, and Advisory. All issues that come before the Common Council are referred to one of these committees for study.

The City government prides itself on providing top-notch and efficient services to its citizens and businesses. Major operational departments include Police, Fire, Public Works, Library, Health Department/Senior Center/Farmer's Market, Municipal Court, and City Hall. West Allis employs over 500 individuals who specialize in a diverse range of occupations, and a varying number of part-time and seasonal employees.

Overseeing the majority of City employees are two committees: the Police & Fire Commission and the Civil Service Commission. Each commission is made up of five citizens who are appointed by the Mayor, and confirmed by the Common Council. They have responsibility for regulating promotions, appointments, and retention of employees.

Years of responsible budgeting and spending have placed the City of West Allis in a favorable position to weather the financial storms during the recent budgetary crisis that affected many local governments. The City's 2015 total operating budget is ~\$128 million with a General Fund Operating Budget of ~\$57 million. The City's financial stability is further demonstrated by its Moody's current bond rating of Aa2, and S & P's rating of AA.



¹ Appointed by the Mayor and confirmed by the Common Council, with policy responsibility.

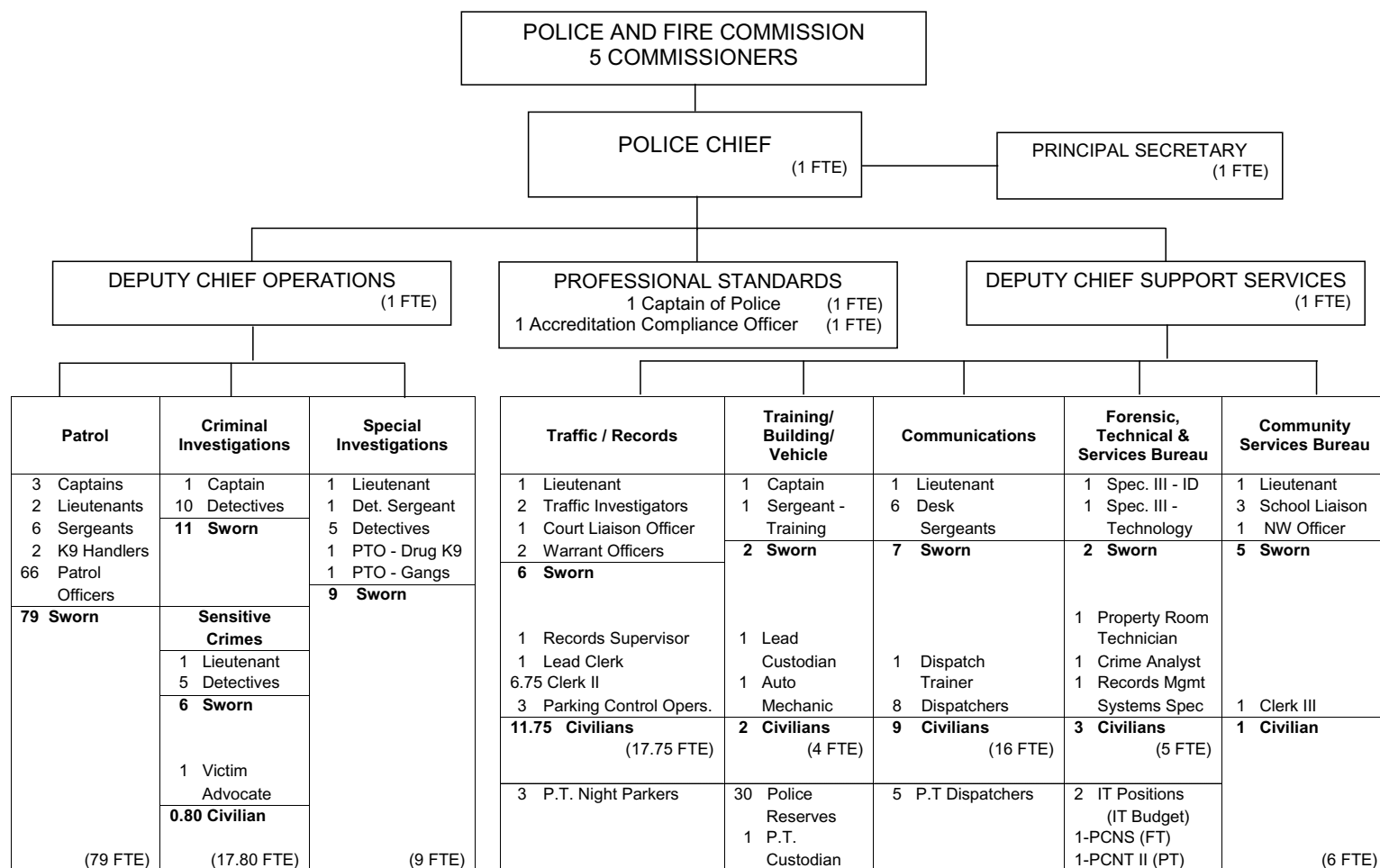
NOTE: Solid lines indicate lines of policy and program authority; dashed lines indicate lines of administrative and financial authority.

Police Department

The City of West Allis' Police Department is governed by Wisconsin Statutes §62.13 wherein a Board of Police and Fire Commissioners (hereinafter referred to as "Board") consisting of five (5) citizens is appointed by the Mayor. The Board appoints the Police Chief, who has command of the police force of the City, under the administrative direction of the Board. The compensation of the Police Chief and subordinates are fixed by the City Council.

The City of West Allis is one of a few Wisconsin communities wherein its electorate voted to adopt "Optional Powers" of its Board. This provision instills the further power of the Board to: (1) organize and supervise the fire and police, or combined protective services departments, and to prescribe rules and regulations for their control and management; (2) contract for and purchase all necessary apparatus and supplies for the use of the departments under their supervision, exclusive of the erection and control of the police station, fire station, and combined protective services station buildings; and (3) audit all bills, claims and expenses of the fire, police, and combined protective services departments before the same are paid by the City Treasurer.

ORGANIZATIONAL CHART POLICE



Org Chart does not reflect the 11 part time and temporary positions (Community Aides, Night Parker Takers, Part-time Cleaner, and Clerks) as needed.

132	Sworn Employees
28.55	Civilians
160.55	Total Employees

Mission

The West Allis Police Department's mission is to enhance the quality of life in our community through the protection of life and property, fair and unbiased law enforcement and community partnerships.



Vision

The vision of the West Allis Police Department is to provide the best possible opportunity in which to live, work and raise a family in a safe community, by minimizing both the reality and perception of crime.

Bureaus and Divisions

Police Administration oversees the operation of all Units, Divisions and Bureaus, budget, accreditation, grants, equitable sharing/asset forfeiture, citizen complaints, recruitment, and professional standards.

The **Community Services Bureau** provides over 20 crime prevention and community service programs including, but not limited to, Citizen Police Academy, Parent/Spouse Academy, Combat Auto Theft, Concerned Parents, Crime Stoppers, Free Home Security, Landlord Training, National Night Out, Neighborhood Block Watch (over 700 established), Neighborhood Partnership Initiative and Graffiti Abatement. In addition, it also oversees the School Liaison Program. Officers who are assigned to our high and middle schools act not only as law enforcement officers and positive role models, but also educate students on legal topics, victimization, and the dangers of alcohol, drug, and tobacco use.

The **Criminal Investigations Unit** is tasked with conducting follow up in relation to major case investigations and assisting patrol officers with other investigations as necessary. Our detectives investigate crimes including, but not limited to, homicide, robbery, assault, financial crimes, arson, etc. Our detectives conduct prompt, diligent, and professional investigations and work closely with victims and complainants to solve problems, recover property, and bring offenders to justice. The investigators utilize tactical crime analysis, innovative technology, creative investigative techniques, and partnerships with citizens, businesses, and other law enforcement agencies to effectively and efficiently investigate criminal activity relating to our community.

The **Sensitive Crimes Unit** is tasked with the investigation of crimes involving sexual assault and other crimes of a similar nature involving both adults and juveniles. A non-sworn victim advocate is assigned to this unit to assist with needed counseling and service referral to all victims of crime. The unit is also responsible for the monitoring of sex offenders who reside in the community and the screening of those requesting to move into our community. In addition, members of this unit follow up on missing juvenile/adult investigations and administer the "Second Chance" program.

The **Special Investigations/Gang Suppression Unit (SIU)** is responsible for the investigation of vice-related crime including, but not limited to, offenses surrounding illegal drugs/narcotics, gang-related offenses, weapons, prostitution, gambling, and pharmaceutical diversion. The Special Investigations Unit focuses on these offenses at a local level. The SIU also works in conjunction with other local, state and federal agencies in the Milwaukee area to address these offenses regionally, which directly affect our community.

The **Records Bureau** maintains and updates all Department records and files, such as incident and accident reports; accepts payment of fees for citations; and provides copies of reports, parking permits, and citations. In addition, staff serves as first line of communication for citizen concerns/complaints.

The **Communications Bureau** provides 365/24/7 dispatch services for the Police and Fire Departments. On an annual basis Police/Fire Dispatchers handle approximately 63,000 police calls for service and approximately 8,200 requests for Fire/EMS. The Communications Center is recognized by the National Center for Missing and Exploited Children (NCMEC) as a NCMEC 9-1-1 Call Center Partner. The Bureau is one (1) of only two (2) recognized NCMEC partners in the State of Wisconsin. In addition, the staff of the Communications Center are trained as Emergency Medical Dispatchers.

The **Patrol Division** provides 365/24/7 proactive law enforcement. It is one of the largest and most visible components of the Department. Officers work three (3) shifts and deployments can vary from foot patrol, bike, Segway and squad. Officers utilize problem oriented policing that is data driven. They are supported by a full time Crime Analyst. Specialized assignments include, but are not limited to, Crisis Response Unit (SWAT), Hostage Negotiation, Honor Guard, Field Training Program, and MERT (Mobile Emergency Response Team). The Patrol Division is supported by Neighborhood Partnership Specialists who work within identified troubled neighborhoods.

The **Traffic Bureau** conducts traffic crash investigations, provides traffic control and enforcement, traffic safety, parking enforcement and assistance for special events such as parades, runs, walks, etc. Traffic Investigators investigate all crashes involving fatalities and critical injuries as well as conduct follow up investigations on hit/run crashes, and crashes that could not be finalized by the Patrol Division. The Traffic Bureau is also responsible for warrant processing, summons and subpoena service, prisoner transports, extraditions and hearings, and processing Circuit Court traffic cases.

The **Training Bureau** is responsible for the implementation, delivery, and coordination of training programs in the Department. In addition, the Training Bureau oversees the Police Reserve Unit, New Officer Training Program, Field Training Officer Program, Intern Program, Recruitment Program, Ballistic Vest Grant, Department of Justice Reimbursement, Honor Guard, K9, the Police Department vehicle maintenance garage, and uniform/equipment purchases. The Training Bureau assists other Divisions with standard/directive development and research/development.

The **Police Reserves** is a non-profit service organization comprised of approximately 25 volunteers who assist the Police Department by providing security at civic events, traffic control during parades, and a variety of other services, all at no cost to the City. The Police Reserves receive extensive training in communication skills, radio procedures, traffic/crowd control, C.P.R. and first aid. The Reserves are a non-sworn group of dedicated volunteers.

Position Overview

The Police Chief manages a ~\$18 million budget and a dedicated staff of 132 sworn/union and 27 non-sworn/non-union employees devoted to protecting and serving the community. It is paramount that candidates possess highly responsible management and administrative competence, maturity of judgment, the ability to effectively communicate with a diverse group of internal and external individuals, effective budgeting management, integrity, and an understanding of community and problem oriented policing. The Police Chief must gain and maintain trust, confidence, and respect of the Board of Police and Fire Commissioners, Police Department personnel, Elected Officials, the entire municipal organization, our current labor association and members of the community.

Position Description

Plans, organizes and directs the maintenance of law and order, the protection of life and property, fair and unbiased policing, community partnerships, crime prevention programs, the regulation of traffic, the apprehension, arrest and detention of law violators and the maintenance of police records and communications systems; determines policies to be followed by personnel in the Department with respect to public relations, enforcement of law and ordinances, drug/vice control and suppression, traffic control and regulations, patrol and policing of public areas, regulations and inspection of police enforced licenses.

Assists in the development of regulatory ordinances and laws regarding public safety; determines personnel policies and broad training requirements and makes final recommendations on all appointments, promotions, dismissals and disciplinary actions made in the Department; serves as custodian for official Police Department records and papers; serves as the Department's labor representative; and supervises special studies and the preparation of comprehensive reports.

Prepares and monitors the annual operating and capital improvement budgets, approving the forecast of funds, and approving expenditures, implementing budgetary adjustments as needed, preparing planning reports to reflect cost estimates, and identifying funding sources.

Oversees and participates in the management and procurement of grant funds from federal, state, local and private entities.

Plans, coordinates, assigns, and monitors performance; coaches, counsels, mentors, trains and advises employees in the Department for the dual goals of meeting departmental objectives and employee career development.

Reports at least monthly to the Police and Fire Commission on items including, but not limited to, written reports from each Division, crime analysis, budget status, overtime status, promotional processes, recruitments, disciplines, citizen complaints, specialized programs/initiatives, expenditure approval, media reports and any other request for information as defined by the Police and Fire Commission.

Confers with police command staff to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Confers/communicates with the Mayor, Alderpersons and other City officials (such as City Attorney, Municipal Judge, Department Heads) to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Oversees and participates in the development of community support for law enforcement programs through interaction with representatives of service organizations, military, public interest, and business groups, school district, and members of the public to exchange information, discuss relevant law enforcement issues, explain and justify assigned law enforcement programs, policies, and activities, and to negotiate and resolve sensitive and controversial issues.

Supports the concept of accreditation through maintenance of state (Wisconsin Law Enforcement Accreditation Group) or national (Commission on Accreditation for Law Enforcement Agencies) accreditation.

Coordinates law enforcement operations with those in surrounding jurisdictions and law enforcement entities as needed, including county, state, and federal agencies. Participates and/or partners with Milwaukee Metropolitan Drug Enforcement Group, Milwaukee's High Intensity Drug Trafficking Area and DEA Task Force.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications. Represents the Police Department at meetings, conferences and hearings; serves on various boards and committees.



Minimum Qualifications

Training and Experience

- Bachelor's Degree in Criminal Justice or closely related field from an accredited college or university; Master's Degree preferred;
- Completion of FBI Academy OR comparable professional course (ex: WI Certified Public Manager, Northwestern School of Police Staff and Command or Southern Police Institute's Administrative Officers Course or Command Officers Development Course or LEEDA's Executive Leadership Institute certification) OR Master's Degree in Business Administration (MBA) or comparable Master's program;
- Ten (10) years of progressively responsible recent law enforcement work experience with a current/last rank of Captain/equivalent or higher, including at least three (3) years of leadership experience as a Deputy Chief, Captain or Bureau Chief, or higher;
- Certified/Certifiable as a Law Enforcement Officer in the State of Wisconsin OR must qualify for Wisconsin's Reciprocity Process (i.e., completed preparatory law enforcement officer training in another state similar to WI's 520-hours of preparatory law enforcement officer training, been employed as a certified/licensed law enforcement officer full-time for a minimum of 1 year and left said certified/licensed law enforcement employment voluntarily with a good record for 3 years or less);
- Valid Wisconsin driver's license OR other valid operator's permit recognized by the WI Department of Transportation as authorizing operation of a motor vehicle in WI prior to completion of the preparatory training course; and a good driving record;
- Competent in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), current technology solutions including social media, etc.;
- Possess the physical, emotional and mental capacity to effectively perform the duties of the position, including the use of all standard law enforcement equipment, as specified by the Police and Fire Commission;
- Possess good moral character inclusive of no felony convictions, no state misdemeanor convictions for crimes involving moral turpitude, and no domestic abuse convictions.



Knowledge and Skills

Comprehensive knowledge of: the principles, practices, and methods of local police administration, organization and operations including crime prevention, drug enforcement, training, criminal investigations, police/fire dispatch, professional standards, accreditation, records management, information technology and crime analysis.

Considerable knowledge of: the operating procedures of police departments and limitations upon departmental authority and of municipal, county, state and federal criminal and related laws, ordinances and codes; management techniques and of principles and practices of leadership and supervision appropriate for an agency size of 150 (sworn/non-sworn) or larger.

Proven skill in the use of: office computers, mobile technology, and any related software and/or current technology solutions.

Comprehensive knowledge of: various communication modalities including social networking and media.

Comprehensive skill in: the application of modern law enforcement principles and practices, including data driven policing and problem oriented policing; the application of police management and leadership; analyzing police problems and developing policies, plans and procedures; labor relations; contract administration; the analysis of the community's law enforcement needs and in developing and implementing plans to satisfy the community's needs; planning, organizing, assigning, coordinating, supervising and inspecting the work of varied Police Divisions.

Considerable skill and ability in: presenting facts and recommendations in clear, concise, and logical terms both orally and in writing; considerable skill in analyzing broad and complex organization and management problems and making judgments about them; foreseeing the consequences and effects of major organizational changes; exercising administrative control and supervision over subordinate specialists; dealing with key management personnel on controversial problems in such a manner as to inspire respect for and confidence in the final decision; interpreting complex written material; planning, organizing and coordinating work in situations where numerous diverse demands are involved; the use of interviewing, observing and reporting techniques for management analysis and improvement purposes; establishing and maintaining effective working relationships with the Police and Fire Commission, City Officials (including the Mayor, Alderpersons, City Attorney, Municipal Judge, City Department Administrators), Department staff, other government agencies, the local business community, civic groups, and the general public; commanding the respect of departmental personnel; communicating clearly and concisely, orally, in writing; the thorough use of electronic technology; exercising critical thinking attributes when evaluating situations, problem solving, and in making decisions; succession planning and career development.

Compensation/Benefits

The 2015 annual salary range for a West Allis resident is \$91,416 to \$114,275 (dependent on qualifications) and \$89,585 to \$111,987 for a perimeter resident (dependent on qualifications). In addition, the Police Chief receives an amount equal to 6.26% of his/her annual pay on or about December 1 of each year as "Holiday Pay" (prorated based on time worked during calendar year for new/exiting employees).

Benefits include:

- Department provided vehicle for business purposes;
- Annual \$400 Clothing Allowance;
- 8 paid Holidays;
- Vacation accrual upon date of hire based on the vacation schedule;
- Sickness disability benefit plan wherein employees accrue 10 hours/month;
- Comprehensive Health Insurance plan (which is contributory) covering the employee and his/her family, with eligibility the first of the month following thirty (30) days of service;
- Fully paid Dental Insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service;
- Dual Pension system comprised of the Wisconsin Retirement Fund* and federal Social Security (both are contributory);
- Fully paid Life Insurance* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars with the option for additional coverage at the employee's expense;
- Annual \$1,000 Tuition Aid program for the pursuit of job related courses, seminars and workshops;
- Voluntary Benefit Programs consisting of Section 125 Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457 Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, an Employee Assistance Program (EAP), and an Employee Wellness Program;
- Various other benefits including Armed Services Reserve training, Jury Duty pay differential, Funeral Leave, and Worker's Compensation/supplemental pay.

** The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.*



Residency



The recruitment is open to all qualified applicants; however, within 18 months of appointment, an appointee must establish residence within the City of West Allis or designated perimeter (designated perimeter: south of Highway 60, east of Highway P, south of Highway MM, east of Highway 67, north of Highway LO, east of Highway E, and north of Highway 20). The residence must have a postal address inside of the designated perimeter or on one (1) of the highways named; such residency must be maintained during employment with the City.



The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

Ideal Candidate

The position of Police Chief for the City of West Allis affords an individual an opportunity to be a recognized community leader. The ideal West Allis Police Chief candidate will be expected to provide vision and leadership to a highly-dedicated and well-trained law enforcement organization. The candidate's vision should include a commitment to community engagement/partnerships, transparency, accreditation, succession planning, and results.

Expertise and proven results in all areas of law enforcement and crime prevention is required. In addition, the ideal candidate will also demonstrate excellent and established leadership, administrative skills, and the ability to implement their vision. The ability to problem-solve is crucial and should include the skill to demonstrate creativity when needed.

The ideal Police Chief candidate must be fair and honest. The candidate must be comfortable working, communicating, and developing relationships with staff, Elected Officials, City Administration, outside agencies and the community. The candidate must be comfortable becoming the face of the West Allis Police Department and taking on the associated responsibilities.

Recruitment Process

The selection process will entail a review and evaluation of application materials to identify those candidates who appear better qualified in terms of academic preparation, training, experience and achievements as these relate to the duties and requirements of the position. A subset of those candidates will be rated in an examination process to assess their qualifications. Subsequent interviews for successful candidates will then be scheduled with the Police and Fire Commission.

Successful candidates are subject to an extensive background check and must pass a post-offer drug screen and physical/psychological examinations as a condition of employment.

How To Apply

To succeed with our mission, goals, vision, and values we need your talent, imagination, and dedication to public service. The Police Chief position provides an amazing opportunity as well as the chance to serve the citizens of West Allis.

Interested applicants must submit a completed City of West Allis application form and supplementary questionnaire, cover letter, and resume outlining professional experience and training to:

City of West Allis
Human Resources Department
7525 West Greenfield Avenue
West Allis, WI 53214
414/302-8270
Fax: 414/302-8275
Email: akey@westalliswi.gov

Application materials and further information about the City of West Allis may be found at www.westalliswi.gov.
Deadline for receipt of applications is 5:00 p.m., Friday, August 21, 2015.

Places of Interest in the Area

- BMO Harris Bradley Center, home of the Bucks & Admirals
- Boerner Botanical Gardens
- Crosstown Connector Bike Trail
- Harley Davidson Museum
- Henry Maier Festival Park (Summerfest & Ethnic Festivals)
- Lake Michigan Lakefront
- Marcus Center for the Performing Arts
- Miller Park, home of the Brewers
- Milwaukee County Zoo
- Milwaukee Public Museum
- Mitchell Park Horticultural Conservatory (The Domes)
- Oak Leaf Recreational Trail
- Pettit National Ice Center Olympic Training Facility
- Santiago Calatrava's Famed Milwaukee Art Museum
- The Milwaukee Mile
- West Allis Farmer's Market
- Wisconsin State Fair and Expo Center
- ...and numerous parks, golf courses, lakes and beaches

Major Employers In West Allis

- Anthem Blue Cross
- Brookdale Senior Living (formerly Alterra)
- C&H Distributors
- Chris Hansen Lab, Inc.
- Gordon Flesch Company
- Graybar Electric
- Grebes Bakery
- HM Graphics
- Langar Roofing
- Milwaukee Area Technical College
- Motor Castings Co.
- Poblocki & Sons
- Quad Graphics
- ReGENco
- Sullivan/Schein Dental Products
- Unit Drop Forge Company
- West Allis Memorial Hospital & Medical Center (Aurora)



SUPPLEMENTARY QUESTIONNAIRE
POLICE CHIEF

This supplementary questionnaire is an addendum to the completed application form and resume.

On separate paper, answer the following questions. Your response will be judged by clarity and completeness, logic, and substance. You are encouraged to keep your response concise but consistent with a thorough discussion of the issue presented.

Please put your name on each page of your response and clearly label your answers by the number of the question. Answers must be typed and limited to one (1) single spaced page per question.

1. If selected as Police Chief, what would be your top two priorities and how would you accomplish them?
2. Citizens have the perception that crime is increasing in the city. Do you agree? What approach would you take to address this issue?
3. Discuss things you have done in your life and education to increase your leadership and team-building skills. In addition to your professional activities, include information regarding volunteer work with any civic, school or other such organizations.
4. Please describe one incident, assignment, occurrence or experience in your career that helped prepare you for promotion to Police Chief. How did the event prepare you?
5. Describe the approach to labor relations you would take if you were appointed Police Chief.
6. Describe your view on the relationship of the West Allis Police Department to neighboring law enforcement agencies, schools, and community groups (such as Rotary, neighborhoods, church groups, PTAs, etc). How would you strengthen the relationship with these other organizations?



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

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(APPLICANT MAY RETAIN THIS PAGE)



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? ☐ Yes ☐ No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

EDUCATION AND TRAINING:

Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of High School: <hr/> City/State: <hr/>	Do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No From Where: <hr/> City/State: <hr/>	If <u>no</u> High School Diploma or GED, indicate the highest grade or year completed (6, 7, 8, 9, 10, 11, 12): <hr/> From Where: <hr/> City/State: <hr/>
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Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates:

.....

.....

.....

.....

WORK HISTORY:

GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS. Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PARENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES 		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

Use a separate sheet to continue with any additional qualifying employment data, using same format as above.

If you were discharged for cause from any employment, state the details:

.....

.....

List any equipment, machines, tools, or computer software you are skilled in using:

.....

.....

.....

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge?

.....

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? ☐ Yes ☐ No

Have you ever been convicted of any violations of law excluding minor traffic violations? ☐ Yes ☐ No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

.....

.....

.....

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when?

.....

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE)

(SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer questions below.

Position applied for _____ Social Security Number _____

Name _____
(LAST) (FIRST) (MIDDLE)

Completion of this part of the form is voluntary. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate ____/____/____
MM / DD / YYYY Age _____

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating _____%

Ethnic Group:

- ☐ **Black** (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.
- ☐ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- ☐ **White** (Not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Spanish Journal | <input type="checkbox"/> City Cable Channel | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Other Advertisement _____ |
| <input type="checkbox"/> Interest Card/E-Notify Me | <input type="checkbox"/> Employee | <input type="checkbox"/> Other Website _____ |
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other _____ |

The above-completed information is true to the best of my knowledge:

(DATE)

(SIGNATURE)